

811009/18/02

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PROJECT ASSISTANT

DEFINITION

Under general supervision, to perform a variety of para-professional, technical, financial, and administrative tasks involved in the planning, development, and marketing of Development Department projects; to provide support in an assigned specialized function; and do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform increasingly complex para-professional, technical, financial, and administrative tasks which are typically in support of an assigned specialized function. Together with continued academic preparation, duties performed as a Project Assistant are considered as preparatory and experiential in terms of career development towards entry into the Project Manager or Administrative Analyst Series. Positions in this class may be assigned to any division in the Development Department, including Administration, Economic Development, Finance, Housing, Neighborhoods, and Redevelopment. Working titles may be assigned as appropriate to reflect specific assignments or departmental needs, including titles such as Economic Development Assistant, Redevelopment Assistant, Housing Assistant, Neighborhood Assistant, Marketing Assistant, Records Assistant, and Financial Assistant.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff as needed. May exercise supervision or lead responsibility on a project basis over assigned administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the coordination, dissemination, and presentation of program/project informational materials; participate in the updates of program/project activities.
- Assist in the preparation of reports and agenda items of assigned phases of development projects; coordinate and prepare public notices as required for all departmental hearings and other public legislative sessions.
- Assist in compiling and analyzing data on a variety of assigned projects and programs; compile and maintain status reports on assigned project/program activities.
- Coordinate and participate in meetings with community groups to discuss and plan projects and community events related to program/project activities.
- Respond to complaints and requests for information; refer complex or technical requests to appropriate staff.
- Lead and coordinate work projects of administrative support staff.
- Participate in the inspection of building sites for rehabilitation of property improvements, demolition of property improvements, verification of commercial, industrial and residential work performed for payment of services rendered, and for potential development of property.

- Meet with developers on the planning, construction, and closing phases of new projects; review contractor bids, appraisals, preliminary title reports, and escrow instructions; ensure acceptance by program loan underwriter.
- Keep abreast of all current underwriting guidelines issued by the City, private lenders working with the City, and others, in order to accurately process and package loans.
- Advise program applicants of requirements and eligibility for various projects and programs.
- Prepare loan files; order any and all documentation necessary to complete loan files; review verifications and credit history; complete borrower's analysis; witness borrower's signature on loan documents as necessary; submit accurate and complete loan packages; coordinate and facilitate the closing of loans.
- Assist in coordination of divisional activities with other City departments, divisions, or outside agencies.
- Assist in budget control for assigned division or section; monitor program fund allocations, balances, revenues, and agency loan payments; maintain confidentiality of any and all financial data.
- Assist with processing of financial transactions.
- Maintain records and databases.
- Use computerized systems for providing reports, statements, data, or other project and program information.

In addition to the above, when assigned to the Marketing Division, duties may include, but are not limited to, the following:

- Track advertisements and editorial articles; monitor the advertising calendar; and maintain an advertising contracts file.
- Maintain databases/inventories including the photo library; advertising leads; commercial/industrial real estate brokers; newsletter; and commercial/industrial property inventory.
- Write narrative and content for editorials, advertisements, and newsletter articles.
- Distribute press releases and follow-up on media requests for photos, existing press releases, brochures, and demographics information.
- Assist Project Manager, Business Coordinators, and Economic Development Manager with power point presentations.
- Revise and post web content as developed by Marketing Coordinator; update and edit web pages as directed.
- Coordinate film permit applications with internal departments and external jurisdictions; create and maintain a film location inventory web site.
- Assist with special events, sponsorships, and trade shows; assist with setting-up events; coordinate reservations and make invites; prepare materials for distribution at trade shows; follow-up phone calls as necessary.
- Work with administrative staff to establish purchase orders: obtain bid quotes, prepare comparison bid sheets, and track contracts through the signature process.
- Assist with the coordination of direct mail campaigns.
- Maintain business databases.
- Perform related marketing duties as assigned.

In addition to the above, when assigned to the Economic Development Division as a Marketing Assistant, duties may include, but are not limited to, the following:

- Prepare marketing materials using desktop publishing programs and/or minor graphics.
- Assist in coordinating printing jobs for Department collateral materials.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and/or accounting.
- Municipal functions and organization.
- Research techniques, methods, and procedures.
- California Community Redevelopment Laws and other applicable federal, state, and local laws, rules and regulations regarding redevelopment.
- Residential lending programs, underwriting guidelines, loan policies and procedures for loans secured by residential units.
- Loan documents including trust deeds, notes, and other loan transactions.
- Standard office equipment; personal computer operation and business software applications.
- Principles of supervision.

Ability to:

- Plan, assemble, organize, analyze, interpret and draw sound conclusions from factual data.
- Perform responsible and complex work with accuracy, speed, and initiative.
- Communicate clearly and effectively, orally and in writing.
- Exercise resourcefulness on addressing and resolving problems.
- Establish and maintain effective working relationships with other employees and the general public including property owners, contractors, and community groups and the media.
- Package complete and accurate residential loans for approval by banks or savings and loans in an expedient and professional manner.
- Operate standard office equipment including a typewriter, personal computer, and applicable software programs; use spreadsheets and desktop publishing when assigned to Marketing.
- Lead and coordinate work of administrative support staff.
- Work in an accounting and budgeting environment.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's Degree from an accredited college or university with specialization in public and business administration, planning, community development, housing development, accounting, arts, design, humanities, arts and cultural management or a related field.

Experience: Two years of advanced administrative support or technical experience in planning, real estate development, loan processing, housing development, redevelopment, accounting, or a related field. A Bachelor's Degree in a related field may substitute for the required experience. To work in the Economic Development Division, two years of advanced support or technical experience in marketing or advertising may substitute for the two years of real estate development, loan processing, housing development, redevelopment, accounting, arts, design, humanities, and arts and cultural management experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Project Assistant

TO: Redevelopment Coordinator